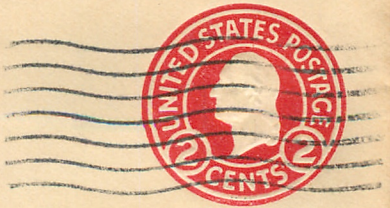
...ter.....days, ...o

.....H. H. Hurd.....

.....4531-19th Ave. N.E...

SEATTLE, WASH.



Miss Verna Paulsen

1838 New York

Chehalis, Washington

4531 – 19th N.E.,
Seattle, Washington
April 17, 1931

Dear Verna:

I wish to state that on this date I have accepted your application for a position as chief secretary in my office at a month salary of $90.00. Your official duties will begin on Sept. 7, 1931.

The above is conditioned on the fact that you will take special training this summer in Secretarial work consisting of filing, office training, rapid calculating, manipulation of adding machine and mimeograph machine, and business correspondence. Undoubtedly, your high school work has been sufficient in penmanship, spelling, bookkeeping, business English. Shorthand and typewriting might be included in your general secretarial course, but don't take too much.

Expecting an early reply as to your acceptance, I remain,

Harvey